

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAJS-J1-SP

3 September 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-42 – Expires **5 October 2009**

1. The Military Department is accepting applications for the State Active Duty position indicated below. Selected applicant will be provided a limited term appointment, which is greater than six months and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. This vacancy announcement will expire on **5 October 2009** unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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| a. TITLE AND PAY GRADE: | Agency Coordinator, Behavioral Health Outreach Liaison Program (SAD 0-4) |
| b. EMPLOYMENT LOCATION: | JFHQ, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 26 October 2009 |
| d. SELECTING SUPERVISOR: | Director, State Mental Health Service |

3. The basic qualification requirements are:

a. Military Service: Members of the active or retired California Army or Air National Guard, or active member of the California State Military Reserve in the grades of 0-3 through 0-5 may apply.

b. Education/Experience:

(1) **Must possess education, knowledge and experience of military healthcare systems and processes.**

(2) Prefer one of the following military healthcare administration specialties: 041A4 – Health Services Administrator (Air), or 70A – Healthcare Administrator (Army), or equivalent qualifications.

(3) Thorough knowledge and skills necessary to effectively manage a mental health outreach program, provide effective leadership to licensed mental health staff, and establish productive working relationships with other soldier care related agencies and military commanders.

(4) Ability to develop healthcare related policies, operating procedures, agreements and establish effective working relationships with multiple county mental health and veteran's service agencies throughout the state.

(5) Must be able to track and report mental health related data, identify trends for county mental health service referrals, and troubleshoot problems.

(6) Ability to maintain an effective inter-agency relationship between the California National Guard and various county departments of mental health and veteran's services agencies throughout the State.

(7) Must have completed civilian and military educational requirements commensurate with the grade of the applicant. Attach highest levels of certification. **Attach copies of your degree/transcripts and state licensure to support your application.**

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must be able to effectively communicate orally and in writing.

4. Other requirements:

a. Pass a state and federal background check.

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b. Applicants must meet height/weight, physical fitness and/or military appearance standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application.**

c. **Submit with the application, addressed to the Director, State Mental Health Officer, a memorandum detailing your qualifications and how you could benefit this program.**

5. Principal duty functions: The incumbent works under the general direction of the J1 (Human Resource Directorate) and Director, State Mental Health Service, within the Office of the Adjutant General. Provides comprehensive program management to the Behavioral Health Outreach Liaison Program. Specific duties include:

- a. Coordinates services with the Clinical Officers working in the Behavioral Health Outreach Liaison Program.
- b. Develops policies and procedures.
- c. Manages program budgets and expenditures in keeping with CMD Comptroller requirements.
- d. Initiates, develops and executes working relationships with county mental health agencies.
- e. Resources mental health care services via county mental health systems throughout California.
- f. Reports relevant program data to the Director, State Mental Health Service and DMH as directed.
- g. Works with the Director, State Mental Health Service in identifying mental health service delivery issues.
- h. Supports California National Guard Suicide Prevention Program policies.
- i. Resources mental health emergencies and requests for mental health services for soldiers and their families.
- j. Reports cases of domestic violence and child abuse/neglect in accordance with state law.
- k. Responds to state and federal declared emergencies as directed by the Adjutant General.
- l. Travels as required for mission accomplishment.
- m. Supports other mental health and soldier care related activities as directed.

6. The individual selected for this position will be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in State Personnel no later than the close of business on 5 October 2009. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
Electronic A, F & M

Jeffrey W. Magram (3 Sep 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

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The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	<u>Self Check</u>
Have you completed and signed the application form?	
Have you attached a copy of height, weight & physical test verifications?	
Have you attached a copy of your military and civilian education certificates & credentials?	
Have you attached a memorandum to the Director, State Mental Health Officer detailing your qualifications?	